# Dental Eligibility and Billing Secondary Claims on the Portal

Indiana Health Coverage Programs

DXC Technology

Annual Provider Seminar – October 2019



#### Agenda

- Indiana Health Coverage Programs (IHCP) Website Overview
- Eligibility Tips
- Submitting Secondary Claims via the IHCP Portal
- Reminder
- Helpful Tools
- Questions





# How to Find Information on the IHCP Website

- https://www.in.gov/medicaid/providers
  - Dental Services
  - Enrollment
  - Claim Submission and Processing
  - Code Sets
    - Dental
  - Fee Schedules
    - Physician Fee Schedule









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Clinical Services



Contact Information



PROVIDER REFERENCES INDIANA MEDICAID **IHCP PROVIDERS** 

Find policy and other guidance in Indiana Health Coverage Programs (IHCP) provider news announcements, publications, and primary reference documents.

- News, Bulletins, and Banner Pages
  - Current IHCP News
  - Bulletins
  - Banner Pages
- IHCP Email Notifications
- Provider Reference Materials
  - IHCP Provider Reference Modules

#### Where to Find Reference Modules



INDIANA MEDICAID / IHCP PROVIDERS / PROVIDER REFERENCES / PROVIDER REFERENCE MATERIALS / IHCP PROVIDER REFERENCE MODULES

The Indiana Health Coverage Programs (IHCP) Provider Reference Modules are the primary reference for billing and reimbursement guidance for providers conducting business with the IHCP. Modules include instructions for submitting IHCP claims and prior authorization (PA) requests, as well as other related topics.

Changes to policies and procedures that occur after the effective date noted for each module are announced in IHCP provider <u>Banner Pages</u> and <u>Bulletins</u>.

- · Jump to Eligibility and Benefits Modules
- · Jump to Claims and Billing Procedures Modules
- Jump to Service- and Provider-Specific Modules
- · Jump to Program-Specific Modules

# Where to Find Code Sets and Fee Schedules



Find information here about conducting business transactions with the Indiana Health Coverage Programs (IHCP), including member eligibility, billing, reimbursement, and recordkeeping.

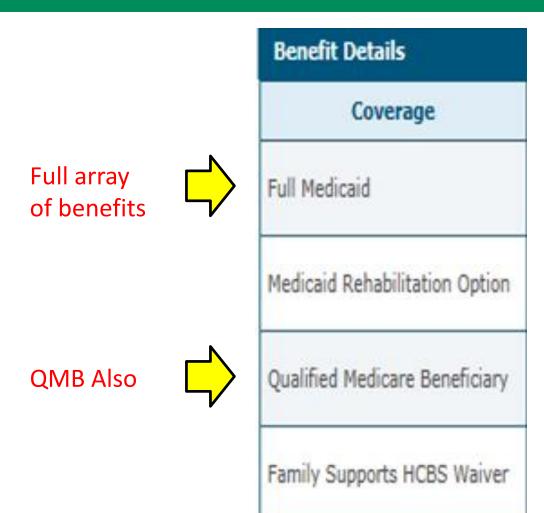
- · IHCP Provider Healthcare Portal
- Eligibility Verification
- · Qualified Provider Presumptive Eligibility (PE)
  - Presumptive Eligibility for Inmates
  - Presumptive Eligibility Process FAQs
- Electronic Visit Verification

# Where to Find Code Sets and Fee Schedules

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INDIANA MI for Providers		Provider Enrollme	nt Provider Refe	erences	Provider E	ducation	Business	Transactions	Clini	cal Services	Abou	ut IHCP Programs	Contact In	formation

- Irading Partner Registration Procedure
- Software Testing Procedures
- Common Compliance Errors Detected by the IHCP Translator
- FAQs EDI
- · Billing and Remittance
  - Code Sets
  - IHCP Fee Schedules
  - Long Term Care Per Diem Table
  - APR-DRG
  - Explanation of Benefits (EOB)
  - Best Practices for Nonpharmacy Claims
  - Claim Administrative Review and Appeal
- · Program Integrity
  - Medicaid Recovery Audit Contractor (RAC) Overview
  - Protocol for Voluntary Self-Disclosure of Provider Overpayments
- Health Insurance Portability and Accountability Act (HIPAA)

#### **Eligibility Coverage**





Has a Mental Health Service Package



Eligible for waiver services

### Eligibility – Special Programs

Benefit Details			-
Coverage	Description	Effective Date	End Date
Full Medicaid	Full Medicaid for individuals who are 65 years old, blind, or disabled (FFS or Managed Care)	07/16/2019	07/16/2019
Medicaid Rehabilitation Option	Medicaid Rehabilitation Option for Adults with Level of Need = 4, Service Package 4	07/16/2019	07/16/2019
Qualified Medicare Beneficiary	Qualified Medicare Beneficiary - Members for whom co-insurance and deductibles are paid as well as Medicare Part B premiums	07/16/2019	07/16/2019

- This member has Full Medicaid and QMB Also
  - Member pays Part B premiums and all IHCP covered services regardless if Medicare pays or not
- This member has dental benefits



#### Eligibility – Special Programs

Benefit Details			<b>=</b>
Coverage	Description	Effective Date	End Date
Qualified Medicare Beneficiary	Qualified Medicare Beneficiary - Members for whom co-insurance and deductibles are paid as well as Medicare Part B premiums	07/16/2019	07/16/2019

- QMB is the ONLY coverage listed- QMB ONLY- claims are paid <u>ONLY</u> if Medicare allows the charge
- A prior notification that services are not covered is required to bill a member
- This member does NOT have dental benefits



#### Eligibility - Special Programs

Benefit Details	enefit Details							
Coverage	Description	Effective Date	End Date					
PASRR Mental Illness (MI)	Pre-Admission Screening and Resident Review (PASRR) Mental Illness claims processing for community mental health centers (CMHC) and diagnostic and evaluation (D&E) teams.	07/16/2019	07/16/2019					

- PASRR- Pre-Admission Screening for nursing homes are the only payable codes
- No other benefits when PASRR is the only coverage
- A waiver is not required to bill a patient that does not have Medicaid benefits
  - It is advisable to notify the patient that they do not have Medicaid



#### Member Eligibility – Benefit Packages

Fee-for-Service (FFS) benefit packages that do <u>not</u> cover dental services:

- Family Planning Eligibility Program
- Qualified Medicare Beneficiary (QMB) Only
- Special Low Income Medicare Beneficiary (SLMB) Only
- Qualified Individual (QI)
- Presumptive Eligibility for Pregnant Women
- Presumptive Eligibility Inpatient Services Only
- Qualified Working Disabled Individual (QWDI)

**Note**: Dental claims for members enrolled in a managed care entity (MCE) are the responsibility of the MCE with which the member is enrolled.

 Contact the appropriate entity for billing instructions and/or payer contractor.



#### **Medicare Replacement Plans**

- Please be advised some Medicare Replacement plans may cover some dental services
- IHCP is ALWAYS the payer of last resort





#### Member Eligibility – Dental Payers

- Traditional Medicaid FFS members:
  - Claims are processed by DXC Technology
- MCE Hoosier Care Connect, Hoosier Healthwise, and Healthy Indiana Plan (HIP) members:
  - Anthem: Claims are processed by DentaQuest
  - CareSource: Claims are processed by CareSource
  - Managed Health Services: Claims are processed by Envolve
  - MDwise: Claims are processed by DentaQuest





### **Submitting Secondary Claims**



#### When is the Primary EOB Required for Other Insurance (TPL)?

- When the Third Party Liability (TPL) has **DENIED** the service as noncovered:
  - Exception If the TPL primary explanation of benefits
     EOB contains an acceptable denial ARC code, the secondary windows can be completed with the ARC code, and no EOB is required
- When TPL has applied the amount to the copay, coinsurance, or deductible



Services that are NONCOVERED by the primary insurance are *NOT* filed as a secondary claim. The secondary windows may be completed to bypass the need for the primary EOB attachment for **TPL CLAIMS only.** 



# When is the Primary EOB not needed for *Other Insurance* (TPL)?

- The primary insurance COVERS the service and has PAID on the claim
  - Actual dollars were received





#### Two Ways to Access Claim Submission



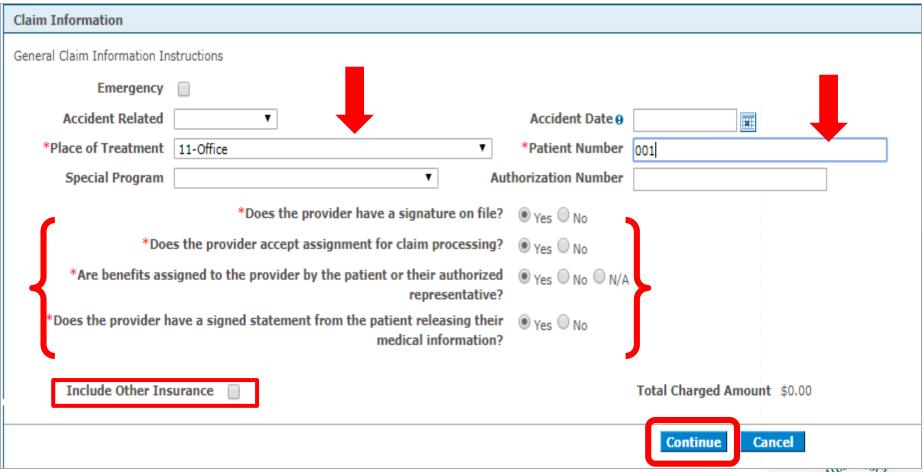
### **Submitting Dental Claims**

Submit Dental Claim: Step 1					?
* Indicates a required field.					
Provider Information					
Requesting Provider Information			_		
Billing Provider ID		ID Type NPI	•	Name	
Rendering Provider ID	9	ID Type	▼	Name _	
Rendering Taxonomy					
Service Facility Location ID	٩	ID Type	•	Name _	
Patient Information					
Enter Member ID, Date of Birth and at lea	ast one character of First and Last	Name			
*Member ID					
*Last Name			*First Nam	e e	]
Birth Date 0	<b>x</b> :	_			

Fields marked with an asterisk (\*) are required. Error notifications highlight information that is not completed.



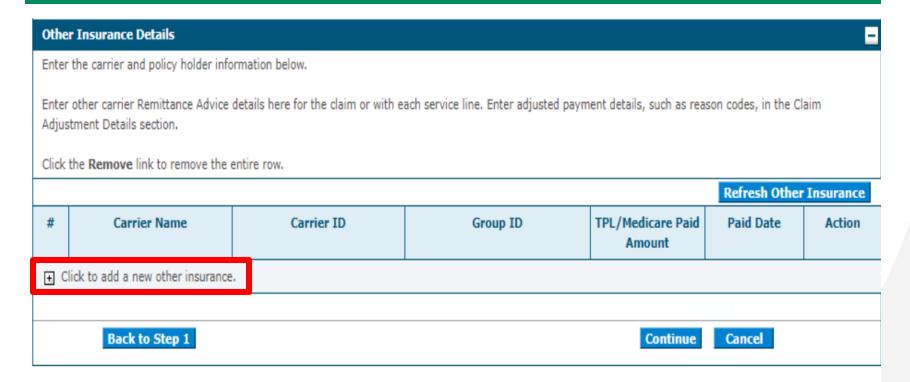
### **Submitting Dental Claims – Continued**



- "Include Other Insurance" leads to step 2
- Check the box. Click Continue



# Secondary Dental Claims – Other Insurance

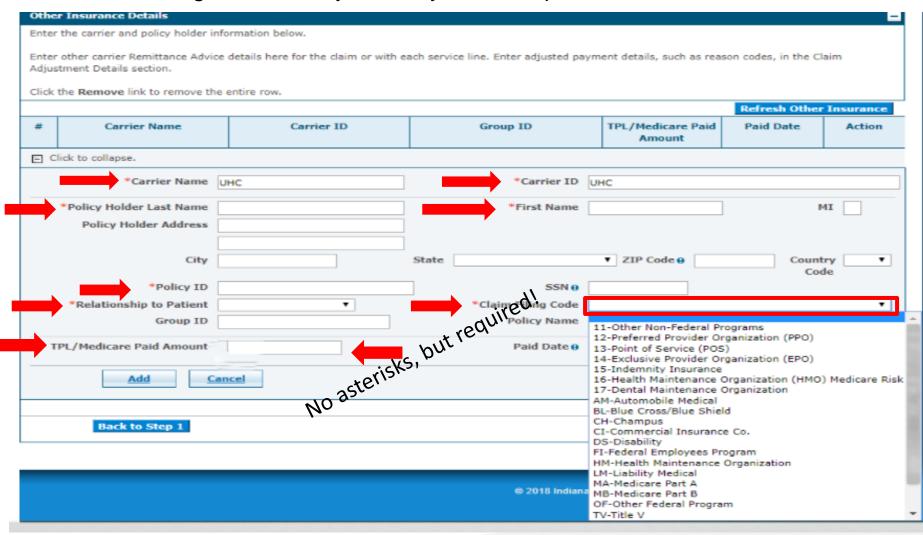


Click "+" to add a new other insurance

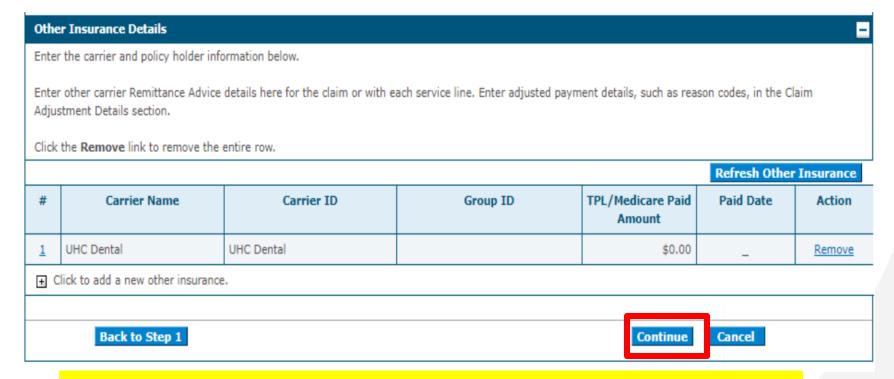


# Secondary Dental Claims – Other Insurance

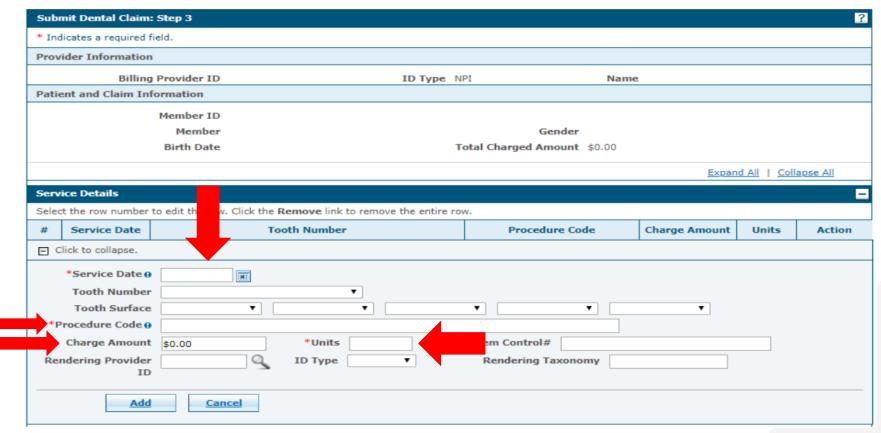
Clicking Add saves your entry and collapses the service detail



# Secondary Dental Claims – Other Insurance



Click **Add**, the screen defaults to the *Other Insurance* screen. Click **Continue.** 



Red \* indicates a required field



Servi	Service Details									
Selec	ect the row number to edit the row. Click the <b>Remove</b> link to remove the entire row.									
#	Service Date	Oral Cavity Area	Too	oth Number	Procedure Code	Charge Amount	Units	Action		
Ē C	ick to collapse.									
	*Service Date 0	<b>III</b>								
(	ral Cavity Area		~	Tooth Nu	nber	~				
	Tooth Surface	22-LOWER LEFT CANINE - CUSPID 24-LOWER LEFT CENTRAL INCISOR 0-LOWER LEFT CENTRAL INCISOR	Î			<b>V</b>				
*Pr	ocedure Code 0	19-LOWER LEFT FIRST MOLAR 21-LOWER LEFT FIRST PREMOLAR-1ST BICUSP L-LOWER LEFT FIRST PRIMARY MOLAR	D							
	Charge Amount	N-LOWER LEFT LATERAL INCISOR		Line It	em Control#					
	Other Fees	20-LOWER LEFT SECOND PREMOLAR-2ND BICK K-LOWER LEFT SECOND PRIMARY MOLAR 17-LOWER LEFT THIRD-MOLAR - WISDOM TOO								
Ren	dering Provider ID	27-LOWER RIGHT CANINE - CUSPID 25-LOWER RIGHT CENTRAL INCISOR P-LOWER RIGHT CENTRAL INCISOR 30-LOWER RIGHT FIRST MOLAR 28-LOWER RIGHT FIRST PREMOLAR-1ST BICUS	PID	~	Rendering Taxonomy					
	Add	S-LOWER RIGHT FIRST PRIMARY MOLAR  Cancel	*							



Servi	Service Details								
Selec	Select the row number to edit the row. Click the <b>Remove</b> link to remove the entire row.								
#	Service Date	Oral Cavity Area	Tooth Number	Procedure Code	Charge Amount	Units	Action		
<b>□</b> c	lick to collapse.								
	*Service Date 0								
C	Oral Cavity Area		▼ Tooth Nu	mber	~				
	Tooth Surface		<b>V</b>		~				
*Pr	rocedure Code 0	Buccal							
	Charge Amount		Units Line It	em Control#					
	Other Fees	Facial Incisal							
Ren	dering Provider	Lingual ID	Type 💙	Rendering Taxonomy					
	ID	Occlusal							
	Add	Cancel							



Serv	Service Details								
Selec	elect the row number to edit the row. Click the Remove link to remove the entire row.								
#	Service Date	Oral Cavity Area	Tooth Number	Procedure Code	Charge Amount	Units	Action		
<b>⊡</b> c	□ Click to collapse.								
	*Service Date 0								
(	Oral Cavity Area V Tooth Number V								
	Tooth Surface V V V V								
*Pı	rocedure Code 0								
	Charge Amount	D43 D4355-FULL MOUTH DEBRID	EMENT						
	Other Fees	D4381-LOCALIZED DELIVERY							
Dan	dering Provider	D4341-PERIODONTAL SCALIF	NG & ROOT						
Kell	ID	D4342-PERIODONTAL SCALIF	NG 1-3TEETH						
		D4320-PROVISION SPLNT IN	TRACORONAL						
	<u>Add</u>	D4321-PROVISIONAL SPLINT	EXTRACORO						
	D4346-SCALING GINGIV INFLAMMATION								

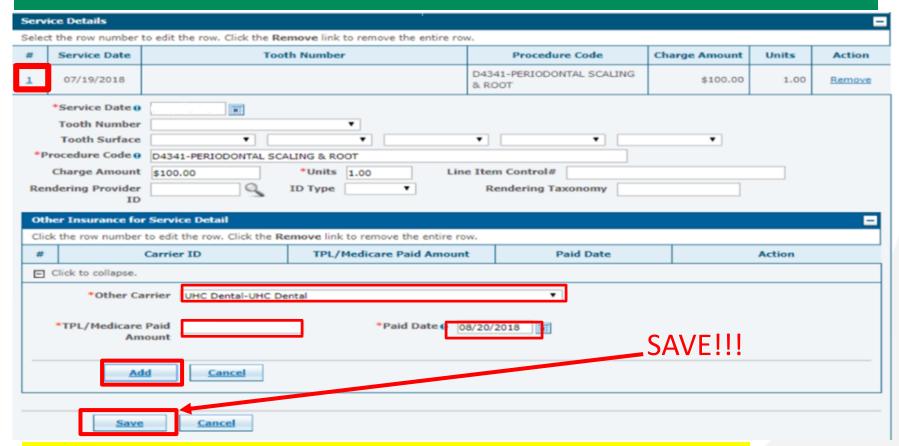


Serv	Service Details									
Selec	Select the row number to edit the row. Click the <b>Remove</b> link to remove the entire row.									
#	Service Date	Oral Cavity Area	Tooth Number	Procedure Code	Charge Amount	Units	Action			
⊡ 0	lick to collapse.									
	*Service Date 0	<b>*</b>								
(	Oral Cavity Area		▼ Tooth Nur	mber	~					
	Tooth Surface	<u> </u>	<u> </u>		~					
*P	rocedure Code 9									
	Charge Amount	\$0.00	Units Line It	tem Control#						
	Other Fees									
Ren	Rendering Provider ID Type V Rendering Taxonomy									
	Add	Cancel								

Clicking Add saves your entry and collapses the service detail



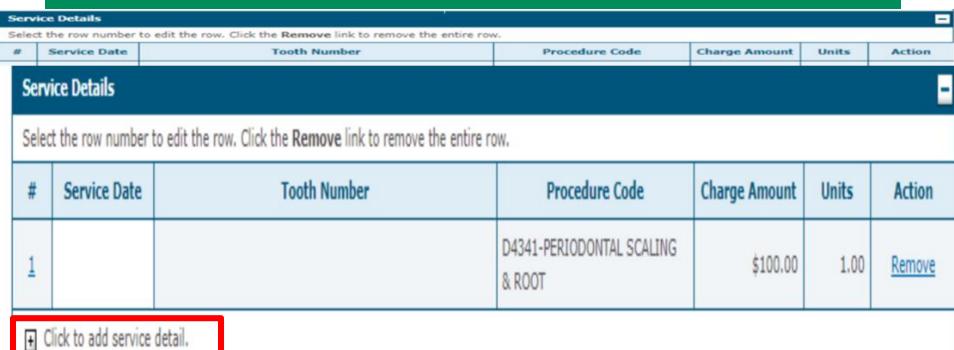
# **Secondary Dental Claims – Other Insurance Details**



- Each service detail must include the amount paid for that code
- Click the detail number under the # column to expand the Other Insurance for Service Detail
- Clicking Add and Save collapses the service detail



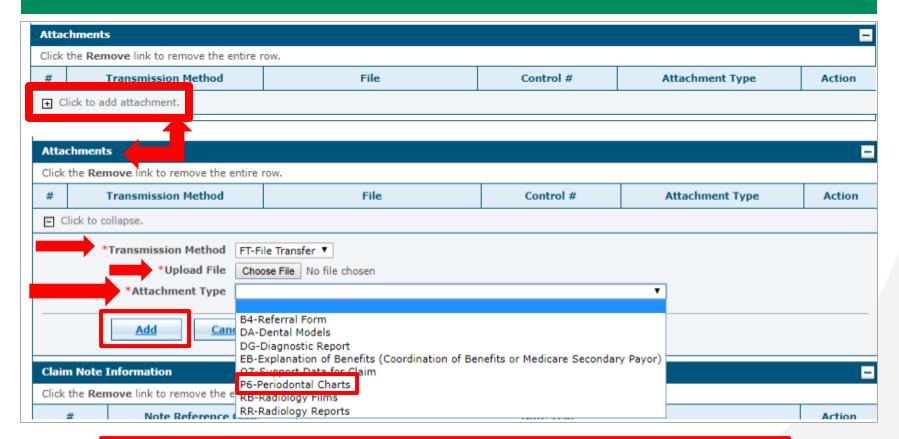
# Secondary Dental Claims – Other Insurance Details



- Add insurance payment to each detail that has been paid
- Submit claim when finished



# Submitting Dental Claims – Add Claim Attachment



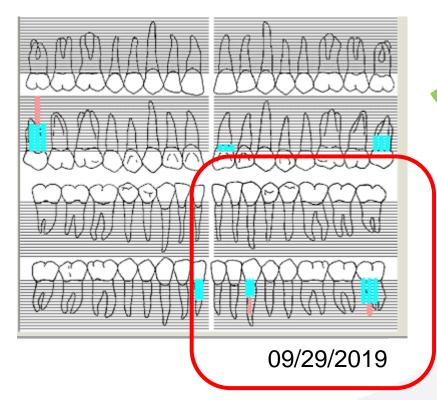
- 5 MB total allowed for the total claim attachments
- Document type allowed: PDF, BMP, GIF, JPG/JPEG, PNG, and TIFF/TIF
- Word and Excel are not allowed

# Reminder: Periodontal root planing and scaling

Periodontal root planing and scaling requires Periodontal Chart documentation

Document
date of
service by
each
quadrant
billed on the
current claim

Member ID (RID)



Please do NOT submit



# **Submitting Dental Claims – Claim Note Information**

Claim Note Information								
Click the Rer	move link to remove the entire row.							
#	# Note Reference Code Note Text							
Click to c	☐ Click to collapse.							
	Note Reference Code Additional Information ▼  Note Text							
	<u>Add</u> <u>Cancel</u>							
	Back to Step 1 Cancel							



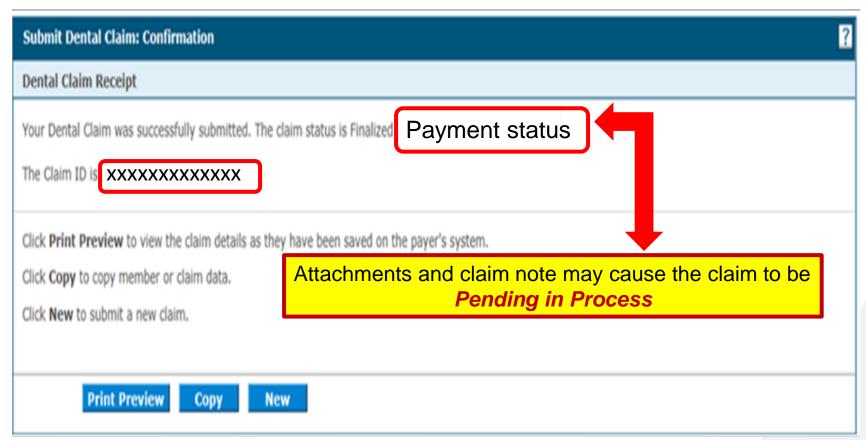
# **Submitting Dental Claims – Review Before "Confirm"**

Clair	n Information									
	Emerge	ncy								
	Accident Rela	ted _	Accident Date _							
	Place of Treatm	ent 11-Physician's Office	Patient Number 001							
	Special Progr	ram _	Authorization Number _							
		Does the provider have a signature or	file? Yes							
	Does th	e provider accept assignment for claim proces	sing? Yes							
	Are benefits assigned to the provider by the patient or their authorized Yes representative?									
	Does the provider have	a signed statement from the patient releasing medical informa								
			Total Charged Amount \$10	.00						
				Expand All   Collaps	e All					
Serv	rice Details				-					
#	Service Date	Tooth Number	Procedure Code	Charge Amount	Units					
1	07/19/2018		D4341-PERIODONTAL SCALING & ROOT	\$100.00	1.00					
No C	Other Insurance Details ex	ist for this claim								
No A	Attachments exist for this	claim								
No C	laim Notes exist for this o	daim								
No C	Claim Notes exist for this o	daim								
No C		Back to Step 3 Print Preview	Confirm	Cancel						

Do not use the browser back button



# Submitting Dental Claims – Confirmation



#### Types of claim status:

- Paid
- Pending in Process
- Denied



### Reminder



#### **Claim Filing Limit**

The IHCP mandated a 180-day filing limit for FFS claims, effective January 1, 2019. See <u>BT201829</u>, published on June 19, 2018, for additional details.

- The 180-day filing limit is based on date of service:
  - Any services rendered on or after January 1, 2019, are subject to the 180-day filing limit
  - Dates of service before January 1, 2019, are subject to the 365day filing limit





### **Helpful Tools**



### **Helpful Tools**

#### Provider Relations Consultants



REGION	FIELD	EMAIL	TELEPHONE	COUNTIES SERVED
20	CONSULTANT	200000000000000000000000000000000000000	and the second second	
	1 Jean Downs	INXIXRegion1@dxc.com	(317) 488-5071	Dekalb, Elkhart, Fulton, Jasper,
				Kosciusko, LaGrange, Lake,
				LaPorte, Marshall, Newton,
				Noble, Porter, Pulaski, St. Joseph,
				Starke, Steuben, Whitley
Illinois				Chicago, Watseka
Michigan				Sturgis
	2 Shari Galbreath	INXIXRegion2@dxc.com	(317) 488-5080	Allen, Adams, Benton, Blackford,
	The state of the s	That I was a second bird a second		Cass, Carroll, Clinton, Delaware
				Fountainm Grant, Howard,
				Hutington, Jay, Madison, Miami,
				Montgomery, Randolph,
				Tippecanoe, Tipton, Wabash,
				Warren, Wells, White
Illinois				Danville
-	3 Crystal Woodson	INXIXRegion3@dxc.com	(317) 488-5324	Boonem Hamilton, Hendricks,
				Johnson, Marion, Morgan
-	4 Ken Guth	INXIXRegion4@dxc.com	(317) 488-5153	Clay, Crawford, Daviess, Dubois,
			()	Gibson, Greene, Knox, Lawrence,
				Martin, Orange, Owen, Parke,
				Perry, Pike, Posey, Putnam,
				Spencer, Sullivan, Vanderbirgh,
				Vermillion, Vigo, Warrick
Kentucky				Owensboro
	5 Virginia Hudson	INXIXRegion5@dxc.com	(317) 488-5186	Bartholomew, Brown, Clark,
			(52.)	Dearborn, Decatur, Fayette,
				Hancock, Henry, Jackson, Jennings,
				Monroe, Ohio, Ripley, Rush, Scott,
				Shelby, Switzerland, Union,
				Washington, Wayne
Kentucky				Louisville
Ohio				Cincinnati, Harrison,
Offic				Hamilton, Oxford
-	Judy Green		(317) 488-5026	All other out of state areas not
	Judy Green		(31/) 400-3026	
Team Lead	Jenny Atkins	-	(317) 488-5032	previously listed
realli Lead	Jenny Ackins	1	(327) 400-3032	L

#### **Helpful Tools**

#### IHCP website at in.gov/medicaid/providers:

- IHCP Provider Reference Modules
- Medical Policy Manual
- Contact Us Provider Relations Field Consultants

#### **Customer Assistance available:**

- Monday Friday, 8 a.m. 6 p.m. Eastern Time
- 1-800-457-4584

#### **Secure Correspondence:**

Via the Provider Healthcare Portal
 (After logging in to the Portal, click the Secure
 Correspondence link to submit a request)





#### Questions

Please review your schedule for the next session you are registered to attend



## **Session Survey**

Please use the QR code or the weblink below to complete a survey about the session you just attended. Each session has a unique survey so be sure to complete the appropriate one for each session you attend. We will be taking your feedback from this survey to improve future IHCP events.



https://tinyurl.com/fssa1055

